

**Ortiz Middle School  
SDMC Meeting  
May 29, 2019**

**Meeting Minutes**

**Attendance**

<u>Name</u>	<u>Title</u>	<u>Present</u>
Arvizu, Myriam	School-based staff	X
Benitez, Amanda	Non-instructional staff	
Booher, Rewa	School-based staff	X
Boze', Lisa	School-based staff	X
Brown, Jesseye	Teacher	X
Davis, Jasmine	Teacher	
Espindola, Jennifer	Parent	
Garcia, Tina	Chairperson	X
Hart, Evelyn	Teacher	X

<u>Name</u>	<u>Title</u>	<u>Present</u>
Johnson, Dorothy	Teacher	X
Johnson, Michael	Teacher	
Johnson, Natasha	Parent	
Ortiz, Gabriel	Business Member	
Reyes, Rudy	Community Member	X
Shewcraft, Maryah	Teacher	X
Martinez, Marlen	Principal	X
Canales, Azucena	Non-Member	

**Welcome**

Ms. Martinez opened the meeting at 4:07 by welcoming everyone. She then stated that the purpose of the SDMC is to share big campus items with the members and get feedback before presenting the information to the staff.

**Master Schedule**

Ms. Martinez has developed a skeleton of the master schedule for next year. We will have block scheduling, blue/silver day, but moving to 5 periods instead of 6. As Ms. Martinez has been meeting with people, the issue of time has been brought up. Majority of teachers she met with have talked about the number of minutes per class period and feeling rushed. Another issue is the number of teachers we have in reading and math. If a student can read, they can do math, science, social studies. From the feedback, we are receiving students not reading at grade level. The grouping system we have seems to be by TELPAS levels. We're not able to provide small group instruction within the classroom because of the limited number of minutes. So, the feedback requested from SDMC is for input in how teachers might react to 4 teachers in reading, 4 in math in every grade level. We will have to figure out Science and Social Studies. 6<sup>th</sup> and 7<sup>th</sup> will be blocked, every other day. 8<sup>th</sup> grade Social Studies will be double blocked like math and reading, but we have to be very strategic in 8<sup>th</sup> grade science. We plan to identify students by levels and double block some students, some in the fall, some in the spring. It won't be all students but hoping to target those who need support.

Feedback from the SDMC was favorable for the extra class time. Ms. D. Johnson stated that a survey she gave her students indicated that even they felt rushed during class, like they did not have enough time to master the material. When asked about the number of minutes for each class, Ms. Martinez stated classes will be approximately 80 minutes. Passing period will go back to five minutes. Everyone will be expected to be in the hallways making sure students get into class on time. Random hall sweeps may be conducted to enforce that expectation. Ms. Shewcraft asked about class size for next year. Ms. Martinez indicated that class size is important and that someone will be coming in to look at the tentative schedule so that we can avoid the issue of having some classes with a lot of students and other classes with only a few students. It comes down to the master schedule. Ms. Brown asked about the leveling of our ESL students. Ms. Martinez stated we have to be very strategic. Newcomers and Beginners need to be grouped together because they have different needs. Our intermediate and advanced level kids can be in regular classes, not grouped altogether. Pre-AP have to be kept Pre-AP, but the intermediate, advanced, advanced high can be spread out into the regular classes, even the Pre-AP. In order to do this, we need to have teachers who are ESL certified. If all ELA teachers are ESL certified then we can spread them out, which will open up the master schedule to more options. When asked about scheduling for the 8<sup>th</sup> grade science intervention classes, Ms. Martinez said that, ideally, the regular class would take place on one day and the intervention class would take place on the following day; however, that may not be possible once the master schedule is finalized. The regular Science classes are full year while the intervention classes are for one semester, meaning those students must have a class to go into the opposite semester, which may cause a master scheduling issue.

Discussion also included the possibility of an Algebra I camp for 7<sup>th</sup> graders who will be placed in Algebra I in the fall, and a summer reading list for 7<sup>th</sup> graders going into 8<sup>th</sup> grade. These items will be taken into consideration as plans for summer continue.

### **Attendance Protocol**

Ms. Martinez would like to introduce a new attendance protocol for teachers next school year based on a system she developed at Lewis. There was a calendar in the front office. No more than 3 teachers could request the same day off. If you have an appt but there are already 3 people out, you have to reschedule your appt. Teachers were required to submit requests 72 hours prior. A system is needed because of the number of teachers absent without sub coverage, causing too many classes to be split among other classes. System is that teachers look at calendar. If space available, teacher requests absence in One Source, principal approves the absence, and secretary updates calendar. SDMC agreed to set a limit of 5 teachers absent on any one day on the calendar. Ms. Martinez will address the issue of not having all 5 teachers from the same grade level out on the same day. This system is to control the absences. The board will be out for three months (i.e., Sept, Oct., Nov).

### **Staffing**

Titles have changed for some clerical staff. We have several clerks supporting paperwork and need to give more support to teachers. Two TA positions will be posted this summer. Having TAs will help in controlling the number of people who are out by using them to cover classes. Ms. Martinez is also looking into budget to hire a long-term sub to have here to help with absences and reduce splitting classes. The days that they are not covering classrooms, TAs will be assigned to help Science and Social Studies. They will be assigned teachers to support in the classroom and can be used as co-teachers or small group instruction. With the addition of the long-term sub, we could assign one per grade level.

Other staffing issues: Ms. Wood, Art teacher, resigned, and we have an ELA position to fill. Interviews are being scheduled and we hope to fill the positions in the next couple of weeks.

### **Breakfast**

For next school year, breakfast will be in the classrooms from 8:20 – 8:35 a.m. with cafeteria staff delivering the breakfast to each room. Announcements should be made each morning at 8:35.

### **School Supply List**

Ms. Garcia will email department chairs to develop a generic school supply list to post/send to parents over the summer for next school year. Department chairs will send list by content by grade level to T. Garcia who will then create a list for each grade level.

### **Other Issues**

Student and Faculty Handbooks: Several issues need to be addressed and revised, esp. dress code.

Incentives/perks for teachers: Jeans day for attendance.

The meeting adjourned at 5:20 p.m.